

**CITY OF OAK PARK, MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE**

Special event means any event that occurs on a non-permanent basis, that is different from the normal lawful use of the premises where the event is to be held, may not otherwise be permitted by the zoning ordinance, or which may require City resources over and above what has already been allocated, or that requires exclusive use of city property, or that includes the use of a tent regulated by the International Fire Code, and is of such a nature as to be acceptable to the general public with regard to morals, safety features and the conduct of the special event participants.

Today's Date: _____

Applicant Information

Applicant/Business Name: _____

Applicant/Business Address: _____

Phone number: _____ E-Mail Address: _____

Relation of applicant to business: _____

Owner Information

Owner or manager of site: _____ Phone: _____

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: _____ Has this event been held previously? Yes No

Address or location of event: _____

Is this a city owned park? Yes No

Nature, purpose, and detailed description of event: _____

Will the event be open to the public? Yes No

If yes, please describe how so: _____

Estimated number of people attending event? _____ Hours of Event: _____

Street Closure

Are you requesting to have a parade? Yes No **If yes, please attach a map of the parade route**

Where will the parade participants be walking? Sidewalks Streets

Will the parade require streets to be blocked off? Yes No

If yes, please describe. _____

Are you requesting a street to be closed or blocked off for your event? Yes No

Please note: *Please attach verification from the residences located on the affected street(s), indicating that they are aware of the event.* (Form attached)

Food Services

Will food or beverages be sold at event? Yes No If yes please list type(s) of food to be sold:

Will the food be prepackaged or prepared on site: Yes No

Please note: *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for an inspection. You will also need to provide temporary water services at the site where the food is prepared.*

Mechanical Amusement

Will there be a mechanical ride, bounce house or other special activity at the event? Yes No
If yes, please describe and provide the name and address of the company/entity providing the amusement.

Please Note: *You are required to provide proof of insurance for all mechanical rides, bounce houses, Mechanical rides/games, etc. The City of Oak Park must be listed on the certificate of insurance as "additional insured."*

Technical/Support

Will the event require use of electrical supply source? Yes No If yes, please describe:

Will sanitary facilities be required at the event? Yes No

Will tent(s) be used at the event? Yes No If yes, please state size(s) and description:

Will the event have banners displayed? Yes No, if so, please provide the number of signs and dimension(s): _____

Please Note:

If a temporary generator or electric supply source is provided, you must provide an Electrical permit from a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.

Additional Special Event requirements may include: additional application, inspection and bond fees, and temporary sign permit. The application will also be assessed for the potential liability risk to the City of Oak Park and may require liability insurance as detailed in Section 10-270 of the City Code.

The fee for a Special Event application is \$100 and is non-refundable. The deadline for receipt of the application is 30 days prior to the event. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, Recreation and Municipal Services. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether to proceed with the event. If the applicant decides to proceed, the event application will be placed on the next City Council agenda for consideration of approval.

I am requesting a waiver of the \$100 application fee.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request and grounds to revoke any prior approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.

Applicant's Signature

Date

